



STATE OF NEVADA—DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

| <u>TITLE</u>                  | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|-------------------------------|--------------|--------------|-------------|
| POWER MARKETING ADMINISTRATOR | 40           | A            | 6.904       |

Under limited supervision, the Power Marketing Administrator negotiates and implements the provisions of electric power contracts, transmission contracts, letter agreements, power scheduling agreements and conservation of renewable natural resources programs; administers the power accounting and billing process to ensure Colorado River Commission (CRC) customers receive the lowest cost electric power and transmission services consistent with prudent business practices.

Assist in the development, revision and interpretation of present power and energy and transmission contracts both for procurement and sales to ensure that CRC customers receive sufficient electric power; analyze available power resources and correlate customer requirements for new or renewal electric power purchase, sales and transmission contracts; draft appropriate alternative contract provisions compatible with individual customer needs, power system capabilities and the area load control system requirements; analyze transmission paths including analysis of delivered costs and contracting conditions and limitations; evaluate available short term power and energy for direct sale to the State's contractors or for utilization as displacement energy; analyze contract provisions which interrelate with those between the State and its suppliers or customers but to which the State is not a contracting party.

Implement studies for distribution of additional power and energy to the State's contractors including power pooling and exchange arrangements; refer problems involving policies and procedures to the Hydropower Program Manager.

Assist in scheduling power from distributors to users in the State to meet particular contractor needs; develop methodologies for determining schedules both monthly and annually that best serve the State contractors' needs; develop quantitative determinations of power and energy deliveries from alternate sources to meet customer's actual monthly use; revise existing and/or develop new scheduling procedures as necessary for integration of the State's electrical energy sources compatible with the area load control system requirements.

Supervise power marketing staff by planning, organizing and assigning work and providing direction on power invoicing, the renewable natural resources program, and development of computerized power invoicing procedures; develop standard operating procedures; review and evaluate completed work for accuracy and conformance with established policies and procedures; evaluate employee performance, provide guidance and identify training needs.

Maintain and oversee the billing and accounting to power users in the State to ensure contractors are charged according to usage; on a continuing basis, analyze power billing and accounting procedures; oversee the preparation of power bills including determination of generating cost distribution to the State's contractors.

Oversee the preparation of annual adjustments for power, energy, generation costs and transmission charge distribution; assist customers in the resolution of power problems, both contract and otherwise in order to meet specific power needs; work with contractors regarding leasing of a transmission line and negotiate with contractors to establish terms of lease contracts such that each party's needs are satisfied; solicit power for contractor needs, arrange for delivery of power and develop or procure replacement sources of power as required.

Participate in the development of load and resource schedules and/or other material pertinent to the enhancement of the State's hydro and non-hydro power interests; receive annual load projections from contractors; review current available resources and match resources in a pattern to meet contractor needs throughout the year.



Analyze proposed federal power rate adjustment studies to determine accuracy of data and assumptions; develop appropriate questions and comments and participate in the development of opposing positions; review and comment on the rationale for rate changes to meet additional federal or inflationary costs to ascertain if rate changes are tied to actual project activities or are speculative; check mathematical computations; compare cost increases showing justification for excessive inflationary trends and prepare responses highlighting the State's position on the proposed changes.

Analyze changes in federal power marketing criteria and participate in the preparation of amendments favorable to the State's interests and arguments in support thereof; analyze proposed changes in criteria outlining to whom and how the power will be allocated and sold; develop comments and arguments in support of the State's interest; and discuss proposals and defense arguments with the Hydropower Program Manager.

Perform related duties as assigned.

\*\*\*\*\*

### MINIMUM QUALIFICATIONS

**EDUCATION AND EXPERIENCE:** Bachelor's degree in business administration, engineering, marketing, economics, public relations, public administration or closely related field and five years of responsible professional utilities marketing management experience, three years of which included responsibility for procurement, marketing, transmission and scheduling of electrical power and energy; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** operating procedures, contract administration, power scheduling, billing and accounting as applied to developing contracts; scheduling power to meet contractor needs and assisting contractors; load and resource scheduling, transmission systems, and available resources as applied to developing contracts. **Working knowledge of:** electrical utilities engineering practices and procedures. **Skill in:** conducting load and resource planning studies; performing economic feasibility studies; establishing and maintaining effective working relationships; preparing and presenting oral and written reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** federal reclamation project laws and power act provisions; power transmission, load projections and a general understanding of utility engineering applicable to contract negotiations. State laws and regulations related to negotiating contracts. **Ability to:** perform economic feasibility studies; develop contractual agreements; train, supervise and evaluate the performance of assigned staff.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.904

|             |           |
|-------------|-----------|
| ESTABLISHED | 7/6/93UC  |
| REVISED:    | 7/1/93P   |
|             | 8/31/92PC |
| REVISED:    | 9/19/03PC |